

SOLICITATION AND OFFER			1. [BLANK]			Page 1 of 33			
2. CONTRACT NUMBER		3. SOLICITATION NUMBER OPR06000018		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 01/11/2006		6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY Office of Finance & Procurement 359 Ford Bldg. Washington, DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2213 ext.			CODE OFF		8. ADDRESS OFFER TO (If other than item 7)				
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".									
SOLICITATION									
9. Sealed offers in original and <u>3</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>--No Hand Carried--</u> until <u>2:00 PM</u> local time <u>02/13/2006</u> (Hour) (Date)									
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.									
10. FOR INFORMATION CALL:		A. NAME Christine Stewart		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 226-2757		C. E-MAIL ADDRESS			
11. TABLE OF CONTENTS									
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION		PAGE(S)
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES				
	A	SOLICITATION/CONTRACT FORM		1		I	CONTRACT CLAUSES		25-26
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		5	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.				
	C	DESCRIPTION/SPECS./WORK STATEMENT		6-13		J	LIST OF ATTACHMENTS		27
	D	PACKAGING AND MARKING		14	PART IV - REPRESENTATIONS AND INSTRUCTIONS				
	E	INSPECTION AND ACCEPTANCE		15		K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS		28-29
	F	DELIVERIES OR PERFORMANCE		16-18		L	INSTRS., CONDS., AND NOTICES TO OFFERORS		30-32
	G	CONTRACT ADMINISTRATION DATA		19-22		M	EVALUATION FACTORS FOR AWARD		33
	H	SPECIAL CONTRACT REQUIREMENTS		23-24					
OFFER (Must be fully completed by offeror)									
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.									
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)			10 CALENDAR DAYS (%)		20 CALENDAR DAYS (%)		30 CALENDAR DAYS (%)		CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):			AMENDMENT NO.		DATE		AMENDMENT NO.		DATE
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)				
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE			18. OFFER DATE	
AWARD (To be completed by Government)									
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT			21. ACCOUNTING AND APPROPRIATION			
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]						23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)			ITEM
24. ADMINISTERED BY (If other than item 7)			CODE	25. PAYMENT WILL BE MADE BY			CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)					27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)			28. AWARD DATE	
IMPORTANT - Award will be made on this Form or by other authorized official written notice.									

Line Item Summary	Document Number OPR06000018	Title Salon and Barber Services	Page 2 of 33
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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Period of Performance dates will be entered at time of contract award. Base period is three years with five one-year option periods, for a total of 8 years.

0001	Grooming Services		1.00	ea	\$ _____	\$ _____
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This represents the base period of performance - three years.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 3 of 33
---------------------	------------------------------------	--	---------------------

TABLE OF CONTENTS

SECTION B -- Supplies or Services and Prices	5
B.1 Schedule of Fees	5
SECTION C -- Descriptions and Specifications	6
C.1 C.1 Statement of Work	6
SECTION D -- Packaging and Marking	14
D.1 Payment of Postage and Fees	14
SECTION E -- Inspection and Acceptance	15
E.1 Inspection of Services	15
E.2 Inspection and Acceptance	15
E.3 Failure to Perform	15
SECTION F -- Deliveries or Performance	16
F.1 Period of Performance	16
F.2 Option to Extend the Term of the Contract	16
F.3 Notice to the House of Delays	16
F.4 Termination	16
F.5 Liquidated Damages	17
F.6 Suspension and Debarment	17
F.7 Place of Performance	18
SECTION G -- Contract Administration Data	19
G.1 Contract Administration Plan (CAP)	19
G.2 Authorized House Representatives	19
G.3 Authorized Contractor Representative	20
G.4 Key Personnel	21
G.5 Post Award Conference	21
G.6 Modifications	21
G.7 Performance Measurements	21
G.8 Contract Status and Review Meeting	22
G.9 Progressive Steps to Ensure Satisfactory Contract Performance	22
G.10 Reports/Plans/Schedules	22
G.11 Release of Claims	22
SECTION H -- Special Contract Requirements	23
H.1 Insurance	23
H.2 Identification Badges	23
H.3 Prospective Employee Background Check	23
H.4 Benefits to Members of Congress	23
H.5 News Releases	24
H.6 Compliance with Emergency Procedures	24
SECTION I -- Contract Clauses	25
I.1 Authorized Changes Only by the Contracting Officer	25
I.2 Observance of Laws	25
I.3 Disputes	25
I.4 Order of Precedence	25
I.5 Compliance with All Laws	25
I.6 Liability of the House	26
I.7 Liability of the Contractor	26
SECTION J -- List of Documents, Exhibits and Other Attachments	27
J.1 LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS	27
SECTION K -- Representations, Certifications and Other Statements of Offerors	28
K.1 General Requirements	28
K.2 Company Background	28
K.3 Eligibility for Award	28
K.4 Period for Acceptance of Proposal	28
K.5 Signature	28
K.6 Financial Information	29
SECTION L -- Instructions, Conditions and Notices to Bidders	30
L.1 Submissions	30
L.2 Late Submissions and Revision of Proposals	30

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 4 of 33
---------------------	------------------------------------	--	---------------------

L.3	Acknowledgement of Amendments to Solicitations	30
L.4	Restriction on Disclosure and Use of Data	31
L.5	Content of Proposals	31
L.6	PRE-BID CONFERENCE	32
SECTION M --	Evaluation Factors for Award	33
M.1	Evaluation Factors for Award	33
M.2	Contract Award	33

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 5 of 33
---------------------	------------------------------------	--	---------------------

SECTION B -- SUPPLIES OR SERVICES AND PRICES

B.1 SCHEDULE OF FEES

Schedule of Fees - Salon and Barber Shop

Complete Attachment 7, Section J, Schedule of Fees, for Salon and Barber Shop.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 6 of 33
---------------------	------------------------------------	--	---------------------

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 C.1 STATEMENT OF WORK

C.1 Statement of Work

Background

The U.S. House of Representatives (the House) is seeking a contractor to manage and operate an on-site Hair Salon and Barber Shop (Salon and Barber Shop). The selected contractor shall use the designated facilities within the House Office Complex.

Currently, the "Capital Styles Hair Salon," is located in the Cannon House Office Building. It is a full service salon that provides haircuts, shampoos, color, relaxers, permanent waves, wax, manicures, pedicures, trims and corn rows. The "House Cuts Barber Shop," located in the Rayburn House Office Building, operates as a full service Barber Shop, providing haircuts, shampoos, shaves, mustache trims, and beard trims.

The House is looking for new and innovative business models and strongly encourages submission of creative proposals. Our goal is to provide a newly managed Salon, which will offer cutting edge services. The House seeks a contractor to furnish all labor, supplies, material, equipment and supervision, except House furnished equipment listed in Attachment 3, necessary to operate and manage the on-site Salon and Barber Shop facilities.

This is a performance-based service contract with options to extend the length of the contract to a total of eight years. The vendor is given the opportunity to propose a reduction in the monthly fee if the performance requirements are met, as identified in Attachment 1, the Performance Requirements Summary (PRS).

Emphasis is expected to be given to creating and maintaining a noticeably high level of customer satisfaction. In accordance with the contractor's proposal, the contractor shall maintain a customer service system to record and monitor customer satisfaction and demonstrate an effective complaint resolution process when needed. The contractor shall work with the House on creating and implementing surveys as determined by current House practice. Together with the House, the contractor will utilize information gathered through these surveys to address business improvements.

C.1.2 Prospective Customers

The House community of approximately 7,000 employees is comprised of Members of Congress, House Officers, Leadership, Committees and respective staff, in addition to thousands of visitors to the House campus each year.

C.1.3 Description of Facilities

The successful bidder will be given the right to occupy and use certain portions of the House buildings solely for the operation of a Hair Salon and Barber Shop in accordance with this contract. The premises are depicted in Section J, Attachment 2, which drawings are incorporated herein and made a part hereof. Premises granted to the contractor are as follows:

C.1.3.1 Facilities

Salon - Cannon House Office Building, Room Number 139

This room is approximately 1,915 square feet. This facility includes a reception area, restroom, chemical mixing room, manager's office, and service areas for hairstyling, shampooing, manicures, pedicures, waxing, and a storage closet. There is room for retail product displays. There is an employee lounge located across from the back entrance which also houses the washers and dryers for the unit. Detailed government furnished equipment can be found in Section J, Attachment 3.

Barber Shop - Rayburn House Office Building, Room Number B-323

This room is approximately 780 square feet. Approximately 30 square feet of this area is allocated to the Shoe Shine contractor. This facility includes a seating area, barber stalls, a small employee lounge area, and a storage closet. There is limited space for retail products. Detailed government furnished equipment can be found in Section J, Attachment 3.

C.1.3.2 Cleaning and Janitorial Services for House Facilities

The contractor shall furnish all labor, supplies, material, and equipment to maintain the units in an uncluttered, clean and sanitary condition at all times.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 7 of 33
---------------------	------------------------------------	--	---------------------

C.1.3.3 Renovation of House Facilities

The contractor may with written permission of the Contracting Officer (CO), conduct renovations of the facilities at its own expense. Any such renovations must be in accordance with all pertinent regulations of the House and the Architect of the Capitol. In proposals for renovations, the contractor must submit a statement to the CO showing the proposed amount of renovations (equipment and facilities) to be made. Proposals for renovations shall be in sufficient detail to describe the scope of work proposed and schedule of plans, equipment, and construction information, including implementation once approved by the House. However, if a vendor would like to propose renovation of the facilities, please include such request as part of your proposal submission.

C.1.3.4 Change of Location of Facilities

If, for the convenience of the House, it becomes necessary for the House to change the location of any facility within the House Office complex, the House will pay for remodeling the new facility and will move, or pay for moving, the contractor's movable inventory, counters, and improvements, whichever is most advantageous to the House.

C.1.3.5 House Furnished Items

The House will make available for the contractor's use, on an "as-is" basis, the items listed in Section J, Attachment 3. The repair of these items will be the responsibility of the House until the equipment has reached the end of its useful life. Replacement-in-kind will be the responsibility of the House.

The contractor shall be responsible for the daily operation, cleaning, and sanitizing of House furnished items. It is the responsibility of the contractor to notify the Contracting Officer's Representative (COR) if any House furnished items are in need of repair. The COR shall notify the appropriate House entity to arrange for repair.

C.1.3.6 Contractor Furnished Items

Aside from the House Furnished items, the contractor will be responsible for furnishing all supplies and professional equipment necessary to provide the services or products listed on their "Menu of Product and Services". Repair and replacement of any items furnished by the contractor shall be the responsibility of the contractor. The contractor will ensure that these items are fully functional, operated correctly, cleaned and sanitized.

C. 1.3.7 Telephones

Telephone service with a House Office Complex number may be obtained by the Contractor through the CAO House Information Resources Office of Telecommunications for a fixed monthly charge for each instrument and telephone line. Usage charges will be billed monthly at the same time. Initial installation of each instrument will be charged separately. The contractor shall make payment to the Office of Finance and Procurement (see Section C.1.6).

C.1.4 Menu of Products and Services

The contractor will provide a Menu of Products and Services to include pricing. The Menu of Products and Services will be submitted electronically on an Excel spreadsheet and also be provided in a frame suitable for wall mounting by the House. The wall mounted Menu of Products and Services shall be large enough to be easily read by customers and be located near the facility entrances. The contractor shall also have the Menu of Products and Services available in pamphlet form for customers. The Menu of Products and Services will include at a minimum the following services and any retail products that will be offered:

Barber Shop Services:

Haircuts, shaves, shampoos
Limited space in the Barber Shop for retail

Salon Services:

Haircuts, shampoos, shaves, coloring, permanent waving, relaxing
Nails: manicures, pedicures, tips, polish
Waxing
Retail Sales

C.1.4.1 Price Changes

The prices indicated in the proposal shall be binding on the contractor. The contractor shall submit a written request for any price increase to the CO, with copies via email to the Contract Administrator (CA) and COR and include the revised Menu of Products and Services in an Excel spreadsheet containing all items with columns showing the old prices, new prices, and the percentage increase. The CO must approve all price increases and may ask the contractor for further information and/or documentation supporting the need for the increase.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 8 of 33
---------------------	------------------------------------	--	---------------------

Price decreases do not require prior approval. The contractor shall send a revised Menu of Products and Services with an Excel spreadsheet showing old prices, new prices, and the percentage decrease via email to the CO, CA and COR, prior to implementation. This requirement does not apply to promotional sales.

The contractor is limited to semi-annual price increase requests unless the contractor can show justification to waive this requirement. Justification would require the review and approval of the CO. Should the waiver be approved by the CO the price increase request would be subject to the normal requirements and timelines indicated above.

C.1.4.2 Additional Products or Services

Any additions to the Menu of Products and Services will be submitted on the first work day of each month via email with an Excel spreadsheet showing the new products and/or services along with pricing. Products and services must be within the scope of the contract.

C.1.5 Hours of Service

The contractor shall provide all products and services included on their Menu of Products and Services at both facilities for a minimum of 40 hours per week, Monday through Friday, when the House is in session. On average, the House is in session 124 days a year. Please complete the "Proposed Hours of Service" Attachment #8, Section J.

During district work periods and other recess periods the Monday through Friday schedule shall remain in effect until and unless a reduction in these hours is approved by the CO based on a written request from the contractor at least two weeks prior to the district work or recess period. The contractor may experience a reduction in business during recess periods. The House projected legislative schedule is available at www.housemajoritywhip.gov.

C.1.5.1 Current Hours of Service are as follows:

Hair Salon: 8:00 a.m. To 4:30 p.m.

Barber Shop: 8:30 a.m. To 5:00 p.m.

The contractor may close on all federal holidays, listed below, whether or not the House is in session:

- a. New Year's Day
- b. Martin Luther King's Birthday
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Christmas Day

The contractor shall submit a proposed list of hours of service to the CO for approval prior to contract award.

The contractor may operate hours in addition to the mandatory 40 hours and proposed hours by giving the COR 24 hours notice of any planned extended hours of operation. There has been some desire expressed in recent survey responses for additional hours both earlier and later. We encourage bidders to take this into consideration when structuring proposed work schedules.

The contractor may choose to open early or stay open later on any given day that unusual business conditions warrant doing so without notice to the COR. The contractor may close due to weather conditions or other unforeseen events only if the House is closed.

C.1.6 Payment to the House

The contractor shall propose a monthly flat fee of no less than \$650/month for each facility that is to be paid to the House. This fee shall comprise any rent or charge for use of utilities (except telephone). Bidders may use the historical data contained in Section J, Attachment 4 to prepare their fee proposals. The monthly payment will be made by check or money order made payable to the U.S. Treasury and submitted to the Office of Finance and Procurement by the 15th day of each month. Payments must clearly reference the contract. All checks for the monthly fee shall be forwarded with one copy of the monthly statement, in an envelope marked "CONFIDENTIAL" to the address below:

Office of Finance and Procurement

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 9 of 33
---------------------	------------------------------------	--	---------------------

Accounting Department
336 Ford House Office Building
Washington, D. C. 20515

A proposed format of the sales report shall be submitted with the offer and approved by the COR prior to implementation. This report will be sent to the CO and the COR monthly via email and hard copy through the mail. The report shall include at a minimum a breakdown of services rendered, products sold, and customer count by unit. The contractor will certify that the payment and report are accurate. Fee payment and the sales/services report are due no later than the 15th of each month.

C.1.6.1 Rent-Free Period

The contractor will be allowed to operate the facilities rent-free during the first five months following the date work starts, contingent on the receipt and House approval of a Marketing Plan meeting the minimum requirements outlined under Section C.1.9 Marketing Plan.

C.1.6.2 Incentive/Disincentive

Vendors are given the opportunity to propose a reduction in the monthly fee paid to the House for the facilities as a result of their performance. The method to measure performance is listed in the Performance Requirements Summary (PRS), Attachment #1. Vendors will propose incentives and disincentives in the monthly fee payment as follows: 94 to 100% AQL, incentive is applied; 80 to 93% AQL, no incentive is applied; and below 80 % AQL, disincentive is applied. See C.4, Measuring Performance, for additional details.

C.1.7 Contractor Personnel / Staffing Plan

The contractor shall provide a staffing plan with their proposal. Proposed staff shall be capable of communicating clearly with the CO, COR and customers. Personnel providing services under this contract shall meet the appropriate qualifications, and be licensed either in DC, Maryland, or Virginia. All employees shall obtain House Identification (ID) prior to the starting work at the House. Employees shall carry the House ID with them at all times while on-duty. Contractor personnel will abide by the House Sanitation guidelines shown in Section J, Attachment 5.

The contractor agrees to permit employees currently staffing these facilities to be interviewed for, and be considered for, employment with respect to the contract resulting from the issuance of this RFP. The contractor shall include in his proposal a plan outlining how this requirement will be met.

The contractor shall allow staff to attend various House training and refresher programs as required. Such training shall cover evacuation procedures, House new employee orientation, etc.

The contractor's training manager will work with the House to develop specific training on House and CAO policies, procedures, etc. This training, or any subsequent manuals or multimedia that are written or produced will become part of the ongoing contractor staff development and a part of the orientation process for all new hires under this contract.

The contractor will have at least one individual, on-site, capable of using Microsoft standard office software programs, Excel, Word, and Outlook at a minimum.

C.1.7.1 Contract Manager

The contractor will provide a contract manager for the Salon and Barber Shop along with an alternate. These individuals will have the authority for the overall performance (to include subcontractors) of the contractor to meet the specified performance standards. The contract manager or designated alternate will be available to respond within one hour to CO or COR inquiries via the telephone or email during operational hours.

Qualifications:

- Within the past 5 years, 3 years experience working in Salon operations; including 2 years experience in managing Salon or Barber Shop operations.
- High School graduate.

C.1.7.2 Unit Managers

The contractor will provide on-site management for the Hair Salon and the Barber Shop. These individuals will be responsible for the daily performance in each facility and to meet specified performance standards.

Qualifications:

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 10 of 33
---------------------	------------------------------------	--	----------------------

- Within the past 5 years, 3 years experience working in Salon or Barber Shop operations as appropriate; 1 year managing Salon or Barber Shop operations as appropriate.
- High School graduate.
- Currently licensed as Cosmetologist and/or Barber in either DC, Maryland or Virginia with a minimum of 1500 hours of instruction.

C.1.7.3 Cosmetologist and Barbers

The contractor shall provide staff holding current cosmetology and/or barber licenses in either DC, Maryland or Virginia. All contractor personnel providing services shall comply with the House Sanitation Standards shown in Section J, Attachment 6. Staffing shall be appropriate to support the level of activity in the service breakdown shown in Section J, Attachment 4, but no less than three (3) individuals in the Barber Shop and no less four (4) in the Salon shall be licensed to provide cosmetology services during normal operational hours. Any reduction in staff during modified/reduced hours (Recess or District Work periods) shall be approved prior by the CO with copy to the COR.

Qualifications:

- Within the past 5 years, 3 years experience working in a Hair Salon or Barber Shop as appropriate.
- High School graduate.
- Currently licensed as Cosmetologist and/or Barber in DC, Maryland or Virginia with a minimum of 1500 hours of instruction.

C.1.7.4 Nail Technician

The contractor shall provide staff holding a current license to provide nail services in DC, Maryland or Virginia. All contractor personnel providing services will comply with the House Sanitation Standards shown in Section J, Attachment 5. Staffing will be appropriate to support the level of activity in the service breakdown shown in section J, Attachment 5, but no less than 2 individuals in the Salon will be licensed to provide nail services during normal operational hours.

Qualifications:

- Within the past 5 years, 3 years experience working in a Salon or Nail shop
- High School graduate.
- Currently licensed to provide nail services in DC, Maryland or Virginia with a minimum of 150 hours of instruction.

C.1.7.5 Personnel Policies and Practices

The contractor will provide and maintain at each facility their Personnel Policies and Practices that incorporate the primary rules of conduct and performance for employees, and grounds for discipline and/or termination of employees.

C.1.7.6 Employee Uniforms and Name Tags

The contractor shall provide employees with uniforms and name tags. Proposed uniforms will be subject to review and approval by the COR. Employees shall wear uniforms and name tags at all times while on duty. Uniforms will be clean and pressed in appearance.

C.1.8 Quality Requirements

The contractor shall provide a Quality Assurance (QA) plan, to be approved by the COR. The Plan must contain procedures/actions that are documented by the contractor and verifiable by the House during inspections.

The contractor's QA plan will ensure that the needs of the customer are met. The program will emphasize responsiveness to customer demands, maintenance of a customer-friendly atmosphere, and the presentation of a professional environment at all times. High quality service will be provided in a timely manner.

The QA plan will cover at a minimum:

- Professional training
- Customer relation training
- Customer service standards
- Position descriptions
- Customer complaints

C.1.9 Marketing Plan

The contractor shall submit an Annual Marketing Plan by the 10th month each year, to be approved by the COR. The Plan will cover at a minimum:

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 11 of 33
---------------------	------------------------------------	--	----------------------

- Promotions (products and services)
- Daily/monthly/weekly specials
- Annual promotional calendar
- Promotional methods to be used (print, web-based, direct, cross promotions, etc.)
- Branding strategy
- Method used to gauge success of promotions

C.1.10 Point of Service Surveys

Contractor will participate jointly with the House in administering Point of Service (POS) surveys, see Section J, Attachment 6 for an example of the current format being used. The formatting is subject to change by the House. These surveys are designed to gauge the satisfaction of the House community with services and facilities. The contractor will provide action plans to correct areas identified as weaknesses in these surveys. The House will provide assistance for areas identified as weaknesses that fall outside of the contractor's control.

C. 2 Performance Requirements Summary (PRS)

The PRS table in Attachment 1, Figure 1, will be used to measure performance of services for the purposes of determining the continuation of service under this contract and any incentives/disincentives applied. The rights of the House and remedies described in this section are in addition to all other rights and remedies set forth in this solicitation. The House reserves its rights under the "Inspection of Services" and "Termination for Default" clauses of this contract. Any actions pursuant to the PRS shall reflect the level of the contractor's performance. The contractor shall not be relieved of full performance of the services hereunder and may be terminated for default based upon inadequate performance of services even if an action was previously taken for inadequate performance.

C.2.1 Individual Tasks and Other Services

Requirements not included in the PRS remain subject to separate quality assurance evaluations and remedies under the "Inspection of Services" clause (Section E.1) of this contract. The absence from the PRS of any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the House under any provision of this contract.

C. 2.2 Explanation of PRS

The PRS table, Figure 1, lists those services which the House will use to grade the contractor's performance over a 12-month period. A 100% rating may be awarded for meeting all of the performance measures over a 12-month period. Most required services, as noted on the chart, allow for a 10% deviation as an Acceptable Quality Level (AQL). Each listed service will pass or fail based on the AQL over a 12-month period.

C.3 Performance Evaluations

The contractor shall have work completed and ready for inspection in accordance with all terms of this contract. House inspections will be made in accordance with surveillance method shown. Acceptance or rejection of work will be made on the basis of these inspections, whether or not the Contract Manager is available during inspections.

C.4 Measuring Performance

The House will use the PRS in this contract as the primary tool to measure contract performance. The House will perform inspections at the frequency indicated. The number of defects will be recorded and compared to the AQL's. Defects are the contractor's failure to meet the service standards indicated in the PRS table. The results will be summarized quarterly and averaged annually for purposes of determining contractor performance and applying incentives/disincentives. Grading will be applied as indicated here:

- There are currently 32 items in the Performance Requirements Summary. Each item would be worth 3.125 points.
- 94-100% (30-32 items meet or are below AQL deviation limits) incentive is applied
- 80%-93% (at least 26-29 items meet or are below AQL deviation limits) no incentive applied
- Below 80% (25 items or less meet or are below AQL deviation limits, disincentive applied)

C.4.1 Acceptable Performance

Contractor performance will be considered to be acceptable when all requirements have been met and the number of allowable defects (see AQL) has not been exceeded.

C.4.2 Unacceptable Performance

Services listed in the PRS will be unacceptable and rated defective when the number of recorded defects exceeds the allowable number (see AQL). Defects will result when performance:

- a. does not meet contract provisions; or
- b. is not in accordance with contract requirements and standards; or

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 12 of 33
---------------------	------------------------------------	--	----------------------

- c. is not completed by the specified time; or
- d. is not completed in its entirety.

Once a defect has been documented, it remains a part of the record even if it is subsequently corrected.

C.4.3 PRS Report

A quarterly PRS report will be issued to the contractor. The contractor will reply in writing to the CO within 30 calendar days on items that failed based on defects exceeding the maximum allowable AQL. The contractor's reply will include an explanation of why the failure occurred and how the failure will be addressed so that it does not recur.

C.5 Re-performance of Defective Work

Except as otherwise noted by this paragraph, the work required by the contract is of such a nature that defective or incomplete performance disclosed by the House inspection is not subject to correction by re-performance or late performance. The contractor shall not be required or entitled to reperform, perform late, or otherwise correct defective work for the purpose of avoiding a defect for the day of evaluation and any applicable reduction in contract term.

C.5.1 Re-performance Requirements

At the sole election of the House and upon notification to the contractor, the contractor may be required to re-perform or perform late any or all defective work. Where the House so elects, the contractor shall be notified promptly after each inspection that specified defective work will be re-performed or performed late and completed within the re-performance period specified by the House. In such cases, the House will reinspect work designated for re-performance or late performance.

C.5.2 Conditions of Re-performance

Re-performed work shall comply with the same requirements as initial work. The requirement for re-performing defective work will not alleviate the contractor from responsibility to perform all other work in accordance with the terms of the contract. The contractor's original inspection results will not be modified when work is re-performed in accordance with the contract. The contractor may be held liable for any damages sustained by the House; e.g., costs associated with re-inspection.

C.6 Contract Deliverables

The contractor will provide the following deliverables with their proposal at a minimum. This list does not relieve the contractor from any other requirements listed in the solicitation:

- a. Menu of products and services with pricing (section C.1.4)
- b. Proposed Hours of Service (section C.1.5)
- c. Sales report format for approval (section C.1.6)
- d. Proposed monthly fee (section C.1.6)
- e. Plan for interviewing current staff (section C.1.7)
- f. Staffing plan (section C.1.7)
- g. Picture of uniform for approval. (section C.1.7.6)
- h. Quality Assurance Plan (section C.1.8)
- i. Marketing Plan (section C.1.9)

C.7 Phase-in and Phase-out Provisions

C.7.1 Plans

The Offeror shall provide plans with its offer, describing actions, plans and procedures to ensure (1) a smooth transition from contract award to full operational status, and (2) a smooth transition from contract performance in the current term to performance, perhaps by a different contractor, in another term. Phase-out plans shall include provisions for completion of appropriate contractor responsibilities should there be a contract termination proceeding.

C.7.2 Phase-in

a. The contractor shall assume total responsibility for all operations required by this contract as of the first day of the contract performance period. On the initial day of performance, the contractor shall provide a workforce that is fully qualified and capable of performing all work required under this contract.

b. The contractor shall coordinate all activities with the outgoing contractor and designated House employees to affect a smooth and orderly transition. The contractor shall ensure, during phase-in activities, that there is no interference with current contractor activities and that discussions with current contractor employees while they are on duty are coordinated with the current contractor. The contractor shall coordinate all visits in advance and arrange to be accompanied by a House or current contractor

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 13 of 33
---------------------	------------------------------------	--	----------------------

employee previously designated for that purpose; and the contractor's activities shall be confined to those which can only take place prior to the contract performance period.

C.7.3 Phase-out

a. The Offeror shall present in its proposal a detailed plan for phasing-out operations, regardless of precipitating reasons. The plan shall include procedures for minimizing impact on performance in compliance with standards in the contract. It shall also (1) present procedures for retaining the required staffing level (including key personnel) necessary to provide complete contractual support through expiration of the contract, and (2) describe in detail how responsibility and accountability will be relinquished for all House furnished equipment.

b. At the end of the contract period, the contractor shall coordinate all activities with the follow-on contractor and/or House employees to effect a smooth and orderly transition. The contractor shall remove all contractor-owned equipment not transferred to an incoming contractor or the House, as well as all tools, parts and belongings from the House furnished spaces by midnight on the last day of the contract.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 14 of 33
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SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 15 of 33
---------------------	------------------------------------	--	----------------------

SECTION E -- INSPECTION AND ACCEPTANCE

E.1 HC.5.003 INSPECTION OF SERVICES

JUNE 2002

- a. Definitions. "Services," as used in this clause, include services, workmanship, and material furnished or utilized in the performance of services.
- b. The Contractor shall provide and maintain a quality assurance system acceptable to the House covering the services under this contract. Complete records of all quality assurance work performed by the Contractor shall be maintained and made available to the Contracting Officer (CO), Contracting Officer's Representative (COR) or their designated representative, during contract performance and for one year after contract termination.
- c. The COR has the right to inspect and test all services called for by the contract at all times and places during the term of the contract. The COR shall perform quality assurance reviews and tests in a manner that will not unduly delay or impede the contractor's work.

E.2 HC.5.005 INSPECTION AND ACCEPTANCE

AUGUST 2002

- a. Inspection and acceptance of services to be furnished hereunder shall be performed at place of performance or destination, by the COR, in accordance with provisions specified in this contract and applicable task orders. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.
- b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.
- c. All subcontracts let by the Contractor shall be subject to the CO's written approval and the provisions specified above, as noted at the time of approval.
- d. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.
- e. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.
- f. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

E.3 HC.5.004 FAILURE TO PERFORM

AUGUST 2002

If the Contractor fails to promptly perform the services or to take the necessary action to ensure future performance in compliance with contract requirements, the CO may terminate the contract for default.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 16 of 33
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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

The contract will cover a three year base period with an opportunity for a contractor who meets the requirements detailed in the Performance Requirements Summary to earn up to five option years, for a total possible performance period of eight years.

F.2 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

- a. The House may extend the term of this contract up to five (5) times for a period of 12 months each.
- b. The total duration of this contract, including the exercise of any options under this clause shall not exceed eight (8) years.

F.3 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.4 HC.6.014 TERMINATION AUGUST 2002

Relative to termination of this contract, it is mutually agreed:

- a. The CO may terminate this agreement at any time, in whole or in part, in the event of breach by the Contractor, or upon 30 days written notice at the convenience of the House.
- b. If this Contract is terminated, the rights, duties and obligations of the parties, including compensation to the Contractor shall be in accordance with this contract and in effect on the date of the Contract. No liability will inure to either party for terminations rendered pursuant to this Contract when done at the convenience of the House.
- c. Upon termination (including expiration) the Contractor will:
 - (1) Surrender all employee identification cards, decals, keys, etc. issued by the U.S. House of Representatives, for all Contractor representatives and employees on the effective date to COR.
 - (2) Complete satisfactory settlement of all customer complaints and claims.
 - (3) Comply with House requirements designed to ensure a smooth transition to any successor Contractor.
 - (4) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the U.S. Government and ordinary wear and tear excepted, on the effective date.
 - (5) Promptly remove all Contractor-furnished equipment and fixtures, tools and supplies. Upon failure to remove Contractor's property, the CO may cause Contractor's property to be removed and stored in a warehouse at Contractor's expense. If the Contractor fails to act, this contract authorizes and empowers the CO to take possession of Contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 17 of 33
---------------------	------------------------------------	--	----------------------

F.5 HC.6.008 LIQUIDATED DAMAGES

MAY 2001

If the contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

F.6 HC.6.007 SUSPENSION AND DEBARMENT

MAY 2001

a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 18 of 33
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(b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(a) Referring to the notice of proposed debarment;

(b) Specifying the reasons for debarment;

(c) Stating the period of debarment, including effective dates; and

(d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.

d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.7 HC.6.010 PLACE OF PERFORMANCE

JUNE 2002

House Capitol Hill Office Buildings, Washington, D.C.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 19 of 33
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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.023 CONTRACT ADMINISTRATION PLAN (CAP)

FEBRUARY 2005

a. Section G contains the content required in a Contract Administration Plan (CAP). This CAP outlines the framework for monitoring performance and administering this contract, with the specific responsibilities of Authorized House Representatives listed below. Contract performance will be gauged against effectively meeting the requirements of the statement of work, monitoring customer satisfaction (e.g., vendor performance evaluations), and the performance measures contained in the Quality Assurance or Performance-Based Surveillance Plan, if applicable.

b. It shall be the responsibility of the Contracting Officer's (CO's) authorized representative to periodically review this CAP for purposes of updating and/or recommending any necessary revisions. If a change to the CAP is required, the CO will execute the appropriate bilateral or unilateral modification.

G.2 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES

FEBRUARY 2005

a. Contracting Officer (CO):

Barbara Burkhalter
Associate Administrator, Office of Finance and Procurement
Room 331, Ford House Office Building
U.S. House of Representatives
Washington, DC 20515

Telephone: (202) 225-1821

Fax: (202) 226-3850

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.

2. The contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.

3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the contractor effects any change at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

Name:

Title:

Address:

Phone:

Fax:

E - mail:

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 20 of 33
---------------------	------------------------------------	--	----------------------

delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

- Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
- Review, approve, and process contractor invoices.
- Submit periodic report(s) to the Contract Administrator (CA).
- Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

Name: Christine Stewart
Title: Procurement Specialist
Address: Office of Finance and Procurement
H2-356 Ford House Office Building
Washington, D. C. 20515
Phone: 202-226-2757
Fax: 202-226-2214
E - mail: Christine.Stewart@mail.house.gov

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

G.3 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE

FEBRUARY 2005

a. The contractor shall identify the authorized contractor representative (ACR), and provide the information listed below:

Name:
Title:
Address:

Phone:
Fax:
E-mail:

b. The ACR shall provide periodic status reports to the COR pursuant to clause G.10 (HC.7.005) of this contract. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

c. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within two business days after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 21 of 33
---------------------	------------------------------------	--	---------------

G.4 HC.7.009 KEY PERSONNEL

FEBRUARY 2005

- a. The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the contractor shall designate a program manager as key personnel.
- b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.
- c. Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.5 HC.7.010 POST AWARD CONFERENCE

FEBRUARY 2005

A post award conference will be held with the contractor to review contract administration issues, unless the House and the contractor determine that such a conference is not necessary.

G.6 HC.7.002 MODIFICATIONS

FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.7 HC.7.005 PERFORMANCE MEASUREMENTS

FEBRUARY 2005

a. The contractor shall provide performance summary reports acceptable in content and format to the contracting officer's representative (COR). The reports shall be submitted by the 15th of each month and pertain to services provided the previous month. Upon request, the contractor shall deliver supporting details of the summary information to the COR within ten calendar days. Failure to submit an acceptable performance report may subject the contractor to penalties for non-performance and/or jeopardize renewal of this contract. The status report shall include:

1. Reporting Period
2. Contractor's Program Manager's Name
3. Work Accomplished During the Period (i.e. new installations, relocations, etc), including at a minimum:
 - Itemized tasks with a description of the support/services utilized
 - Hours/dollars expended by task
 - Task status
4. Anticipated Activity for Next Reporting Period
5. Outstanding Issues

b. The contractor shall be assessed on a periodic basis through use of Vendor Performance Evaluations (VPEs). These VPEs shall be prepared by the COR at least once per year though they may be conducted more frequently at the discretion of the House. Any negative evaluations shall be provided to the contractor for comment and remediation.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 22 of 33
---------------------	------------------------------------	--	----------------------

G.8 HC.7.006 CONTRACT STATUS AND REVIEW MEETING

FEBRUARY 2005

The COR, CA, and authorized contractor representative(s) shall meet at least monthly or as determined by the COR. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smoothly operating contract.

G.9 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE

FEBRUARY 2005

a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.10 HC.7.024 REPORTS/PLANS/SCHEDULES

FEBRUARY 2005

All reports, plans, schedules and other submittals provided by the Contractor are subject to approval by the CO or COR.

a. The Contractor is required to perform in accordance with the Government's existing plans and schedules or as directed by the CO or COR until the Contractor's "Deliverables" (submittals) are approved.

b. The Contractor is required to submit deliverables and reports to the CO or COR at specified times throughout the life of this contract which are considered critical to the successful completion of all contractual requirements. The following milestone chart lists deliverables and reports which must be provided by the Contractor at specified due date(s):

MILESTONE CHART FOR CONTRACTOR DELIVERABLES

Item	Due Date	Approval Authority	Reference
0001Report	Weekly/Close of Business Fridays	COR	
0002 Report	Monthly/NLT 15th	COR	
0003 Report	Quarterly	COR	
0004 Report	Annually	COR	

G.11 HC.7.025 RELEASE OF CLAIMS

FEBRUARY 2005

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 23 of 33
---------------------	------------------------------------	--	----------------------

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE

MAY 2001

a. The contractor shall carry and maintain, during the entire period of performance under this contract, insurance coverage as indicated below:

- (1) Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- (2) Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- (3) Other insurance as directed by the CO.

b. The contractor must ensure submission of a Certification of Insurance annually to the CO, with a copy to the COR, and must notify both the CO and COR of any change in or cancellation of such insurance. Such notification must include the House contract number or purchase, delivery, or task order number.

H.2 HC.8.002 IDENTIFICATION BADGES

MAY 2001

The contractor shall see that each new employee has a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with clause HC.8.003 of this contract. House procedures will be followed with regard to contract employees.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

MAY 2001

a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of contract work. The COR will provide the contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.

b. The employee shall be fingerprinted by the Capitol Police and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the COR. The COR will then direct the contractor to immediately remove that employee from any work under this contract.

c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police every three years.

H.4 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS

MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 24 of 33
---------------------	------------------------------------	--	----------------------

H.5 HC.8.006 NEWS RELEASES

MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6 HC.8.013 COMPLIANCE WITH EMERGENCY PROCEDURES

JUNE 2002

For contractors working in House spaces, the contractor agrees to post in all work areas a CAO provided Emergency Evacuation Plan and to instruct all its employees regarding their obligations to follow such plans. Additionally the contractor must also provide the COR with the names of a designated Emergency Monitor and Alternate Monitor for each work area and comply with all safety requirements of the CAO and the House of Representatives. The contractor must also prominently post additional evacuation plans as requested by the CAO. In the event of a fire or other emergency, the contractor will ensure that it will provide notice to the Capitol Police by calling 911.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 25 of 33
---------------------	------------------------------------	--	---------------

SECTION I -- CONTRACT CLAUSES

I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

- a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.
- b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.
- c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

- a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.
- b. The contractor shall comply with all applicable laws of the United States (federal, state, and local).
- c. This contract shall be governed in accordance with House Rules (available on-line at http://www.house.gov/rules/house_rules.htm).

I.3 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 10 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4 HC.9.007 ORDER OF PRECEDENCE MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.5 HC.9.009 COMPLIANCE WITH ALL LAWS JUNE 2002

Contractor warrants that the products sold or services furnished under this order have been produced or furnished in full and complete compliance with all applicable laws and regulations. Contractor agrees to execute, upon the House's request, the House's standard

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 26 of 33
---------------------	------------------------------------	--	----------------------

form of Certification of Compliance covering any law or regulation, which Certification of Compliance form, upon execution by contractor, shall become a part hereof without further reference thereto. Contractor further agrees to hold the House harmless from any and all liabilities, claims, fines, penalties, including reasonable costs and settlements, which may arise out of the delivery by contractor of items which do not meet the requirements of any applicable laws or regulations.

I.6 HC.9.010 LIABILITY OF THE HOUSE

JUNE 2002

Consistent with the Federal Tort Claims Act (28 U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

I.7 HC.9.011 LIABILITY OF THE CONTRACTOR

JUNE 2002

Contractor assumes all risk of loss of or damage to any property of the House entrusted to contractor while in contractor's possession or otherwise under contractor's control. In the event of loss or irreparable damage, contractor shall promptly reimburse the House for the value of the article. Any other damage shall be promptly repaired by contractor at contractor's expense.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 27 of 33
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SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 List of Attachments

Attachment	Description	Pages
1.	Performance Requirements Summary	6
2.	Floor Plans	2
3.	Government Furnished Equipment	3
4.	Historical Data (5-year Sales and Services)	5
5.	Sanitation Standards	6
6.	Point of Service Survey Samples	5
7.	Schedule of Fees	2
8.	Proposed Hours of Service	1

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 28 of 33
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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.004 COMPANY BACKGROUND

JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Organizational diagram and biographies for corporate officers.
- c. Detailed business history.
- d. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- e. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- f. Equal opportunity policy and compliance with House standards.
- g. Current staffing document.
- h. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.
- i. Key point of contact (POC) list and telephone number.

K.3 HC.11.007 ELIGIBILITY FOR AWARD

JULY 2001

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.4 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL

JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within _____ calendar days after receipt of the offer.

K.5 HC.11.019 SIGNATURE

AUGUST 2002

I certify that these representations, certifications, and other statements are complete and accurate to the best of my information, knowledge, and belief.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 29 of 33
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NAME OF OFFEROR

DATE

SIGNATURE OF PERSON
AUTHORIZED TO SIGN

PRINTED NAME OF PERSON
AUTHORIZED TO SIGN

K.6 HC.11.002 FINANCIAL INFORMATION

JULY 2001

The offeror shall furnish company financial data for the last three (3) years at a minimum. To comply with this requirement, the offeror shall furnish copies of financial statements or Annual Reports published. Publicly held companies must also provide copies of Securities and Exchange Commission 10-K Reports and Proxy Statements filed.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 30 of 33
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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.003 SUBMISSIONS

MARCH 2004

Offerors shall submit three (3) copies, one (1) original copy, and one electronic version in MS Word format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. The original shall be so marked, and the copies shall be numbered. Proposal packages shall be sealed in a suitable container, and all containers shall clearly identify firm name and address and Solicitation Number. Proposals shall be submitted to the address shown on Section A. No Hand Carried proposals will be accepted. Facsimile proposals will NOT be accepted.

L.2 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS

JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is determined to be in the best interest of the House, it is received before award is made, and it:

(a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or

(b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or

(c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(3) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(4) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

(5) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(6) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.3 HC.12.007 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS

JULY 2001

Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 31 of 33
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- (1) by signing and returning the amendment,
- (2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or
- (3) by letter or telegram if authorized, The contracting officer must receive the acknowledgment by the time specified for receipt of offers.

L.4 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

- (1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

- (2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

L.5 HC.12.002 CONTENT OF PROPOSALS OCTOBER 2001

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

- (1) "Section A of RFP." The offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) "Price Schedules." Offeror shall complete the Price Schedule and provide a proposed price which will address all requirements as well as others the offeror may wish to offer
- (3) "Section G Contract Administration." Offeror shall complete the required sections of Section G.
- (4) "Section K-Representations, Certifications, And Statements of Offerors." Offeror shall complete the required clauses of Section K.
- (5) Technical Proposal - specifications must comply with Section C. Is shall include:
 - (1) Overall Approach -- the offeror shall describe the overall approach to providing services in accordance with specifications herein. The proposal should discuss planned approaches to meet the requirements called for in the statement of work.

The plans and procedures proposed to accomplish the tasks specified in Section C (and any corresponding appendices in Section J) must clearly demonstrate sound management structures and procedures. Proposals will be evaluated on the specific approaches to: Greeting the customer, appearance, area maintenance, appointment set-ups, courteous receipt of payments, speed of service, etc. As a guide, the approach shall include, at a minimum, the following:

- Proposed Menu of Products and Services
- Resumes
- Labor staffing charts, including method to attract and retain high quality employees

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 32 of 33
---------------------	------------------------------------	--	----------------------

- Financial proposal
- Quality Plan
- Marketing Plan
- Demonstrated methodology for performing the tasks as contained in the statement of work, etc.

The offeror shall include a project management approach to track the delivery of products and services related to this contract and to work with the COR and staff. This includes:

- Ensuring proper planning for schedules
- Service team structures
- Reporting performance of work on an accurate and objective basis and identifying any problems or issues as early as possible and working relationship with the COR and House staff.

The offeror shall provide resumes of all key program management personnel. Staff capabilities will be evaluated based on technical experience.

(2) Past Performance - provide organization charts showing the chain of command of supervision and management staff proposed for the contract.

Additionally, the offeror shall submit personnel resumes for key personnel who shall be assigned to this contract.

The offer shall provide pertinent experience and qualifications in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.

The offeror shall provide references for five current or recent (within three years) customers and five past customers, preferably in the public sector.

(3) Resources - Offeror's organization, including management level of staffing, key personnel, training, employee evaluation process and proposed support. The on-site management responsibilities and duties will be identified. Provide pertinent experience and qualification in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.

L.6 PRE-BID CONFERENCE

A pre-bid conference will be conducted Thursday, January 19, 2006 at 10:00 a.m. in Room 396 Ford House Office Building. Offerors shall be limited to three representatives and name(s) must be supplied at least two days prior to the pre-bid conference to the Office of Finance and Procurement by email to christine.stewart@mail.house.gov or by facsimile to (202) 226-2214. A tour of the current facilities will be provided.

All questions concerning this RFP must be submitted in writing to the House and may be submitted in advance of or at the pre-proposal conference. Questions must be submitted via email to christine.stewart@mail.house.gov. The deadline for receipt of all questions regarding this solicitation is Thursday, January 26, 2006. Questions and answers will be published in an Amendment to the solicitation.

Solicitation	Document No. OPR06000018	Document Title Salon and Barber Services	Page 33 of 33
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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House will award one contract based on the following evaluation factors:

- a. Overall Approach. The offeror's overall approach in providing a comprehensive plan for providing innovative ideas for delivering and improving salon services for the House. Service variety may be considered, such that the House reserves the right to ensure that, within the House Complex, there is provided standard salon services.
- b. Past Performance. The past performance of the offeror in providing salon services. The reputation of the offeror in providing salon services. Demonstrated commitment to providing quality customer service. Survey of references shall be conducted with clients supplied by offeror, with the right reserved to check other sources of references.
- c. Resources. The resources of the offeror's organization, including management level of staffing, key personnel, training, employee evaluation process and proposed support.

The proposal is presumed to represent the offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the offeror.

Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.

Evaluation factors other than price, when combined, are significantly more important than price.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

- a. The House intends to award a single contract resulting from this solicitation to the responsible offeror whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".
- b. The House may:
 - (1) reject any or all offers, if such action is in its interest,
 - (2) waive informalities and minor irregularities in offers received, and
 - (3) request that offeror allow House personnel access to mutually agreeable facilities to sample services. Costs of any such services are to be paid for by individual House personnel and not to be borne by the offeror.
- c. The House intends to evaluate proposals and to award a single contract without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

ATTACHMENT 1 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

C.2.4 PRS Table

The PRS table, Figure 1, will provide the following information.

C.2.5 Column 1 (Services)

This column is a listing of required services on which contractor performance will be judged. The House will measure contract performance in these various areas to determine overall performance and resulting House actions. Each service will be evaluated in accordance with the AQL's.

C.2.6 Column 2 (Performance Standard)

This column lists the specific contract reference that describes the service requirement listed in column 1.

C. 2.7 Column 3 (AQL)

This column lists the AQL's that will be used to determine the maximum allowable degree of deviation from perfect performance that may occur for each service listed. Exceeding the AQL will be considered failure to perform for that particular service item.

C.2.8 Column 4 (Monitoring Method)

This column lists the various methods that the House will use to monitor the contractor's performance.

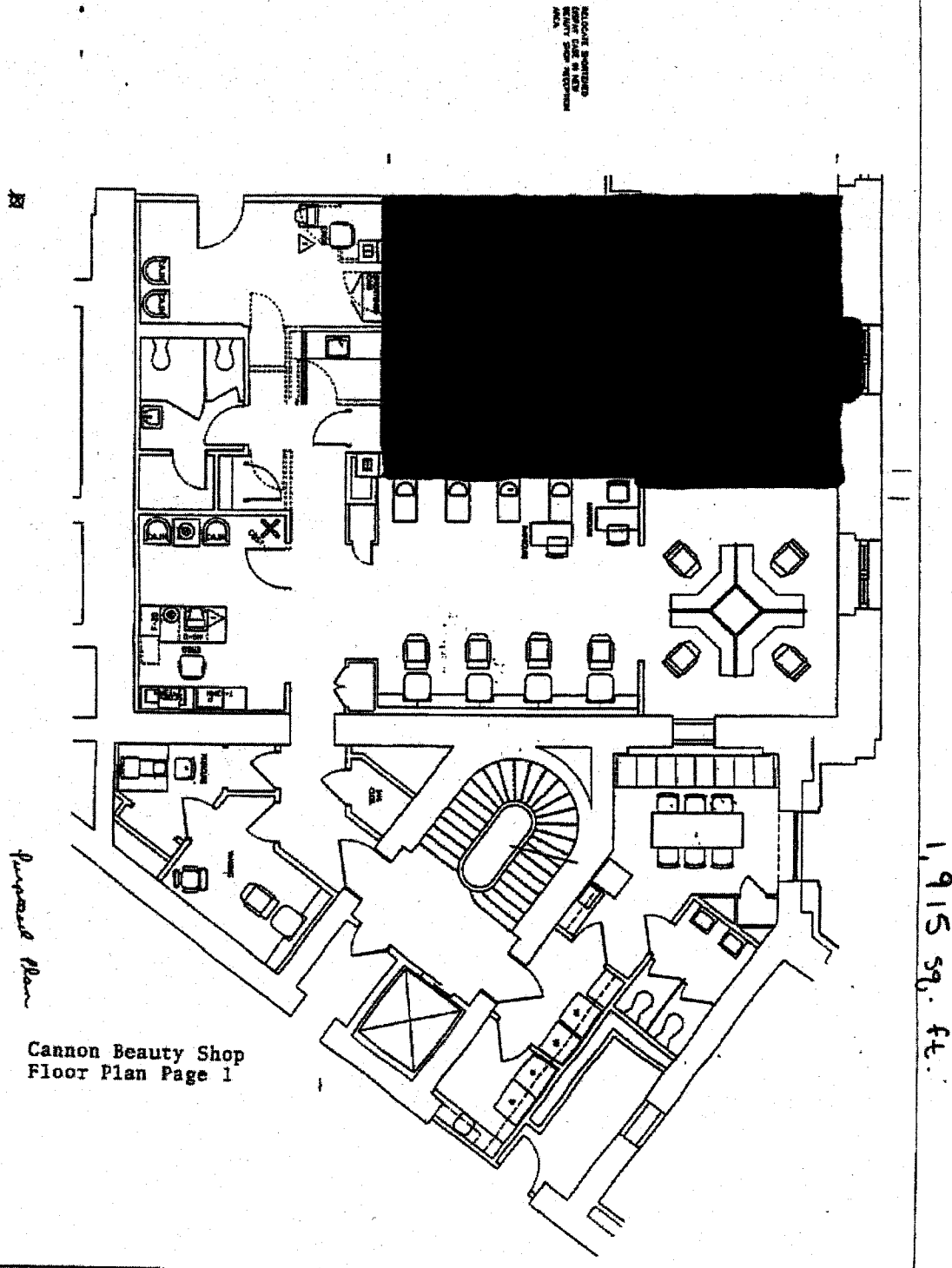
**Figure 1
Performance Requirements Summary**

Required Services	Performance Standard	Acceptable Quality Level (AQL) Deviation	Monitoring Method
1. Maintenance of House- Facilities	C.1.3.2.a Contractor maintains cleanliness of facilities, equipment, fixtures	10% Deviation	Weekly Site-visit
2. Operation and Cleaning of House Furnished Items	C.1.3.5.a Contractor correctly operates, cleans and sanitizes House Furnished items	10% Deviation	Weekly Site-visit
3. Maintenance of House Furnished Items	C.1.3.5.b Contractor promptly informs COR when House furnished items require maintenance	10% Deviation	<ul style="list-style-type: none"> • Weekly Site-visit • Monthly Meetings
4. Contractor Furnished Supplies	C.1.3.6.a Contractor ensures that supplies are sufficient to meet contractual obligations	10% Deviation	Weekly Site-visit
5. Contractor Furnished Supplies	C.1.3.6.b Contractor ensures that the professional equipment being used by their personnel is sufficient and fully operational	10% Deviation	Weekly Site-visit
6. Contractor Furnished Professional Equipment	C.1.3.6.c Contractor ensures that equipment is correctly operated, cleaned and sanitized.	10% Deviation	Weekly Site-visit

7. Menu of Products and Services	C.1.4.a Contractor displays a wall mounted Menu of Products & Services	No Deviation	Weekly Site-Visit
8. Menu of Products and Services Display	C.1.4.b The Menu of Products and Services will be available in pamphlet form	10% Deviation	Weekly Site-visit
9. Price Changes	C.1.4.1.a Price changes will be submitted to the CO in the proper format	5% Deviation	Review of the contractor's Request
10. Additional Products and Services	C.1.4.2.a New products and/or services are submitted to the CO in the proper format	10% Deviation	<ul style="list-style-type: none"> Monthly review of the contractor's Menu of Products and Services. Site-visits
11. Additional Products and Services	C.1.4.2.b New products and/or services are submitted monthly to the CO	10% Deviation	Monthly review of the contractor's Menu of Products and Services. & Site-visits
12. Hours of Service	C.1.5.1.a Contractor adheres to the appropriate hours of service	5% Deviation	<ul style="list-style-type: none"> Weekly site-visits Customer Feedback Telephone Calls
13. Hours of Service	C.1.5.1.b Contractor submits requests for changes in hours to the CO 2 weeks prior to implementation	5% Deviation	Review of contractor's request
14. Payment to the House	C.1.6.a Contractor will send fee to the House no later than the 15 th of each month	5% Deviation	Review date and amount of fee received monthly
15. Payment to the House	C.1.6.b Contractor will submit an accurate Sales Report to the House no later than the 15 th of each month.	5% Deviation	Review date and accuracy of report received monthly
16. Contractor Personnel	C.1.7.a Personnel shall be able to communicate clearly with House and customers	No Deviation	Weekly Site-visit
17. Contractor Personnel	C.1.7.b Personnel shall have House ID at all times while on duty	5% Deviation	Weekly Site-visit
18. Contractor Personnel	C.1.7.c Personnel shall adhere to House Sanitation guidelines	5% Deviation	Review of House Sanitarian Inspections
19. Contractor Personnel	C.1.7.d Personnel shall meet qualification requirements	No Deviation	Review Resumes/licenses of Personnel vs. Qualification standards
20. Contractor Personnel	C.1.7.e One person on-site able to use Excel, Word, and Outlook	10% Deviation	Weekly Site-visit
21. Contract Manager	C.1.7.1.a Responsive to House within 1 hour	5% Deviation	Track time of contact and instances of non-compliance
22. Unit Managers	C.1.7.2.a Either Manager or alternate will be on-hand at all times during operational hours	5% Deviation	<ul style="list-style-type: none"> Weekly Site-visits Customer Feedback Telephone calls
23. Cosmetologist and Barbers	C.1.7.3.a Staffing level meets minimum requirements during normal operational hours	5% Deviation	<ul style="list-style-type: none"> Weekly Site-visits Customer Feedback Telephone calls Inspection of contractor records
24. Nail Technician	C.1.7.4.a Staffing level meets minimum requirements during normal operational hours	10% Deviation	<ul style="list-style-type: none"> Weekly Site-visits Customer Feedback Telephone calls Inspection of contractor records
25. Personnel Policies and Practices	C.1.7.5.a Contractor provides and maintains Personnel Policies and Practices at each unit	5% Deviation	Quarterly Site-visits
26. Personnel Policies and Practices	C.1.7.5.b Employees are adhering to Policies and Practices	5% Deviation	Weekly Site-visits

27. Uniforms and Name Tags	C.1.7.6.a Personnel wear uniforms and name tags at all times while on-duty	10% Deviation	Weekly Site-visits
28. Uniforms and Name Tags	C.1.7.6.b Personnel wear uniforms that are clean and pressed in appearance	10% Deviation	Weekly Site-visits
29. Quality Assurance Plan	C.1.8.a Contractor is executing plan	5% Deviation	Review QA Plan and contractor's execution
30. Marketing Plan	C.1.9.a Marketing Plan is submitted on time and executed by Contractor	5% Deviation	Annual submission to COR of marketing plan is received by 10 th month;
31. POS Surveys	C.1.10.a Contractor assists in survey administration through encouraging customer participation	No Deviation	Assess contractor participation in gathering Survey responses. Compare customer counts to Surveys completed.
32. POS Surveys	C.1.10.b Contractor prepares and executes action plans in response to survey results	No Deviation	Review action plans and execution.

ATTACHMENT 2 - FLOOR PLANS

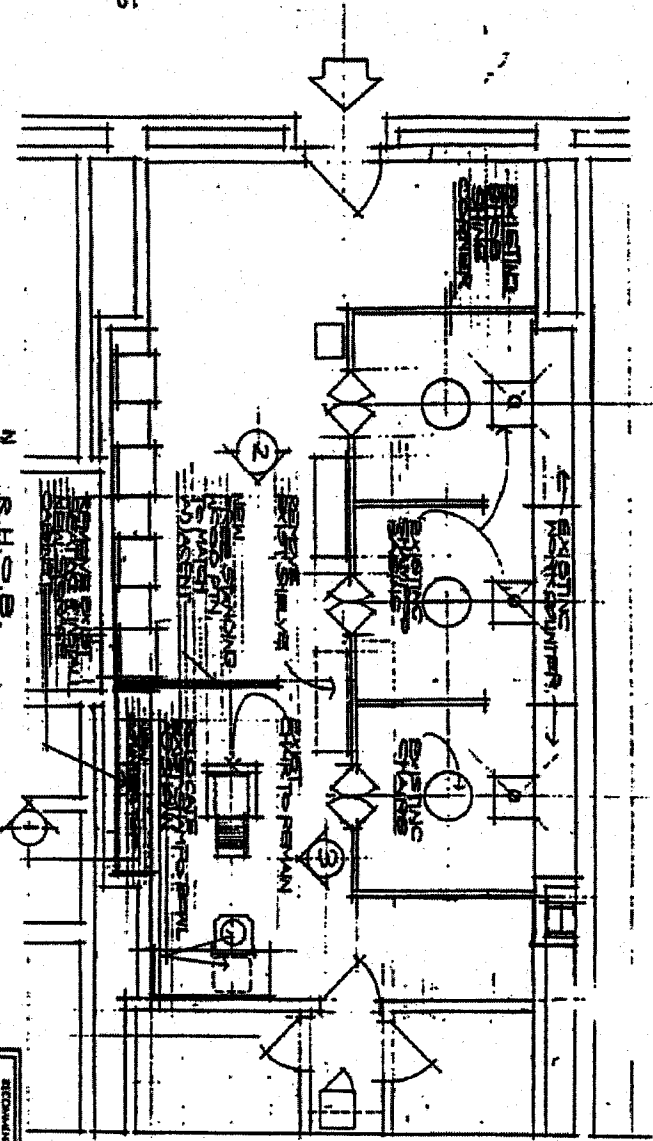


ATTACHMENT 2 – FLOOR PLANS RAYBURN FLOOR PLANS

19

RAYBURN BARBER SHOP
ROOM B323

S.H.S.B.
ROOM B-323
FLOOR PLAN
SCALE: 1/4" = 1'-0"
PRELIMINARY DESIGN
DATE 3/4/07



RECOMMENDED FOR APPROVAL:
[Signature]
DIRECTOR OF ENGINEERING
APPROVED:
[Signature]
ASSISTANT DIRECTOR OF THE CENTER
APPROVED:

**ATTACHMENT 3 – GOVERNMENT FURNISHED EQUIPMENT
SALON AND BARBER SHOP
HOUSE FURNISHED EQUIPMENT AND FIXTURES**

CANNON FACILITY

<u>Description</u>	<u>Decal No.</u>	<u>Description</u>	<u>Decal No.</u>
6-chairs, assorted types	#345419 #228520 #228521 #228522 #228523 #345435	1-refrigerator	#211757
		1-safe, combina.	#231097
		1-desk, double pedestal	#231099
		1 bookcase unit	#231423
Chair Base/no back/arms	#349177	1 computer with monitor & keyboard -	#PZ-19646
		1 compuer with monitor & keyboard -	#PZ-19648
1-Secretary Chair	#351392	1 copier	#JL-00495
		1 TV	#GH2453
		1-mirror, special	#238790
		1-2 drawer legal file	#285988
4-lamps	#217350 #228425 #228426 #231105	2-Maytag dryers, white	#238398
1-Office Desk chair	#339344	2-Maytag washers, white	#238399
3-manicure stations		3-stack chairs	
18-wall mirrors		3-"Kaemark" Port.	
1-TV, Zenith	#021-14081176	4-shelf storage units	
1-Microwave, "Toshiba"		1-permanent waving machine	
1-Stromberg time #6000 clock		5-8'x 3', Beauty salon cabinets	
1-"Steril" port. sterilizer		1 – facial lounge chair, (vinyl white)	
1-JVC RX305 receiver		1-Sharp calculator	#CS-2164F
		1-XL-R304 Comp. Disc. player	

FIXTURES

<u>Description</u>	<u>Description</u>
2-4 station styling unit w/mirrors, grey	7-"Solar II Formatron" hair dryer stations w/chair, black
3-"Kaemark" salon chairs w/casters	12-"Kaemark Formatron" styling chairs w/o casters, black
5-sinks, white	
1-sink, double w/cabinets stainless steel	4-"Kaemark Formatron" salon chairs w/o casters, black

RAYBURN FACILITY
FURNITURE/EQUIPMENT

<u>Description</u>	<u>Decal No.</u>
2-cabinets, storage	#211353
	#290197
1-acoustical screen 72"	#217506
1-table, 18"x 32"	#311582
1-secretary chair	#290204
1-type table	#290208
1-safe, comb. type	#290198
3-hair vacuums	
4-sterilizers	
1-typewriter, IBM	CA-11832
1-barber child seat	
1-television	
1 - Bookcase - Top Shelf -	#341439
& Base -	#341485
1-Computer Desk -	#354114
1-Arm Chair -	#367994
1-Table Lamp -	#288582
1-End Table -	#268754

FIXTURES

<u>Description</u>	<u>Decal No.</u>
1-chair, swivel	#290200
3-barber chairs	
1-chair, straight	#290202
3-sinks, white	
1-sink, light brown	

<u>Description</u>	<u>Decal No.</u>
1-table, 24" x36"	#230889
1-refrigerator	#248816
3-desk organizers	#290176
	#290205
	#290199
1-bookcase, shop	#290201
1-2 drawer, legal file cabinet	#290206
2-stools,	#290196 and #290207
2-cabinets, brown formica, 36 x 40	
1-Sharp copier	SF-7320
2-Sharp calculators	CS-2164H & CS-4690
1-cash register	#ER-4230M

[illegible]

ATTACHMENT 4 - HISTORICAL DATA
SERVICE BREAKDOWNS - SALON AND BARBER SHOP

Capital Styles Salon

Service Breakdown/2004

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Haircut	44	32	64	80	45	57	75	30	45	39	25	37	573	48
Shampoo	53	70	80	98	72	71	59	45	46	49	100	124	867	72
Color	6	7	9	5	10	10	8	10	11	9	8	7	100	8
Relaxer	4	5	7	5	15	5	0	12	14	6	5	11	89	7
Permanent Wave	3	1	5	4	3	4	2	4	2	3	2	2	35	3
Wax	35	15	25	34	25	20	25	15	24	21	30	12	281	23
Manicure	56	63	82	83	69	73	70	124	67	108	69	58	922	77
Pedicure	28	13	22	33	36	35	39	78	15	39	25	24	387	32
Trim	0	0	0	0	0	0	0	0	0	0	0	6	6	1
Change Polish	0	0	0	0	0	0	0	0	0	0	0	3	3	0
Corn Row	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Services	229	206	294	342	275	275	278	318	224	274	264	284	3263	271.9167

Capital Styles Salon

Service Breakdown/2005

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Haircut	39	22	29	40	45	32	47	38						
Shampoo	110	69	100	75	60	95	87	86						
Color	13	15	10	11	6	5	6	10						
Relaxer	9	25	10	11	10	8	7	5						
Permanent Wave	5	6	5	2	10	2	2	1						
Wax	29	15	20	37	25	24	30	23						
Manicure	50	66	69	45	61	55	56	66						
Pedicure	25	28	30	25	34	32	27	46						
Trim	10	0	0	0	0	0	0	0						
Change Polish	0	0	0	0	0	0	0	0						
Corn Row	2	0	0	0	0	0	0	0						
Total Services	292	246	273	246	251	253	262	275	0	0	0	0	0	0

Percentage Change

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Haircut	-11.36%	-31.25%	-54.69%	-50.00%	0.00%	-43.86%	-37.33%	26.67%						
Shampoo	107.55%	-1.43%	25.00%	-23.47%	-16.67%	33.80%	47.46%	91.11%						
Color	116.67%	114.29%	11.11%	120.00%	-40.00%	-50.00%	-25.00%	0.00%						
Relaxer	125.00%	400.00%	42.86%	120.00%	-33.33%	60.00%	#DIV/0!	-58.33%						
Permanent Wave	66.67%	500.00%	0.00%	-50.00%	233.33%	-50.00%	0.00%	-75.00%						
Wax	-17.14%	0.00%	-20.00%	8.82%	0.00%	20.00%	20.00%	53.33%						
Manicure	-10.71%	4.76%	-15.85%	-45.78%	-11.59%	-24.66%	-20.00%	-46.77%						
Pedicure	-10.71%	115.38%	36.36%	-24.24%	-5.56%	-8.57%	-30.77%	-41.03%						
Trim	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
Change Polish	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
Corn Row	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
Total Services	27.51%	19.42%	-7.14%	-28.07%	-8.73%	-8.00%	-5.76%	-13.52%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%

ATTACHMENT 4 - HISTORICAL DATA
SERVICE BREAKDOWNS - SALON AND BARBER SHOP

House Cuts Barber Shop

Service Breakdown/2004

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Haircut	437	525	513	490	505	615	579	413	494	430	451	395	5847	487
Shampoo	3	40	7	17	9	7	6	3	4	7	5	2	110	9
Facial Hair Trim	50	108	66	60	60	71	59	53	63	66	69	78	803	67
Total Services	490	673	586	567	574	693	644	469	561	503	525	475	6760	563.3333

House Cuts Barber Shop

Service Breakdown/2005

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Haircut	483	463	443	372	505	532	510	407	518	0	0	0	4233	353
Shampoo	6	4	2	0	5	2	1	1	1	0	0	0	22	2
Facial Hair Trim	50	41	60	4	69	71	59	59	61	0	0	0	474	40
Total Services	539	508	505	376	579	605	570	467	580	0	0	0	4729	394.0833

Percentage Change

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Haircut	10.53%	-11.81%	-13.65%	-24.08%	0.00%	-13.50%	-11.92%	-1.45%	4.86%	-100.00%	-100.00%	-100.00%	-27.60%	-27.60%
Shampoo	100.00%	-90.00%	-71.43%	-100.00%	-44.44%	-71.43%	-83.33%	-66.67%	-75.00%	-100.00%	-100.00%	-100.00%	-80.00%	-80.00%
Facial Hair Trim	0.00%	-62.04%	-9.09%	-93.33%	15.00%	0.00%	0.00%	11.32%	-3.17%	-100.00%	-100.00%	-100.00%	-40.97%	-40.97%
Total Services	10.00%	-24.52%	-13.82%	-33.69%	0.87%	-12.70%	-11.49%	-0.43%	3.39%	-100.00%	-100.00%	-100.00%	-30.04%	-30.04%

ATTACHMENT 5 - SANITATION STANDARDS

OFFICE OF ATTENDING PHYSICIAN
UNITED STATES CONGRESS
WASHINGTON, D.C. 20515

ENVIRONMENTAL HEALTH DIVISION

SANITATION STANDARDS FOR HAIRDRESSING FACILITIES

December 15, 2005

MEMORANDUM NUMBER - 6

**SUBJECT: SANITATION STANDARDS FOR THE HAIRDRESSING FACILITIES
WITHIN THE U.S. CAPITOL AND LEGISLATIVE OFFICE BUILDINGS**

A. Sanitation and Safety Standards.

Any shop, salon, or facility where barber, cosmetology, or nail services are delivered to the public must be clean and sanitary at all times. Compliance with these rules does not confer compliance with other requirements set forth by federal, state and local laws, codes, ordinances, and regulations as they apply to business operation, physical construction and maintenance, safety, and public health. Operators shall take sufficient measures to prevent the transmission of communicable and infectious diseases and comply with the sanitation standards identified in this policy and shall insure that all employees likewise comply.

B. Disinfection and Storage of Implements.

1. A wet disinfection unit is a container large enough to hold a disinfectant solution in which the objects to be disinfected are completely immersed. A wet disinfection unit must have a cover to prevent contamination of the solution. The solution must be a hospital (grade) and tuberculocidal disinfectant solution registered with the Environmental Protection Agency (EPA). Disinfectant solutions shall be used according to manufacturer's directions. Disinfection is to be carried out in the following manner:
 - a. Remove hair and all foreign matter from the object.
 - b. Wash thoroughly with hot water and soap.
 - c. Rinse thoroughly with clean water and dry thoroughly with a clean paper towel.
 - d. Fully immerse instruments into solution, and
 - e. After immersion, rinse articles, thoroughly dry with a clean paper towel and store in a clean predisinfected and dry cabinet, drawer, or nonairtight covered container, or leave instruments in an EPA-registered disinfection/storage solution used according to manufacturer's directions.

Memorandum Number - 6

December 15, 2005

Page 2

2. For the purpose of recharging, rechargeable clippers may be stored in an area other than in a closed cabinet or container. This area shall be clean and the cutting edges of any clippers are to be disinfected.
3. Electrical clipper blades shall be disinfected before and after each use. Disinfection is to be carried out in the following manner:
 - a. Remove all hair and foreign matter;
 - b. Remove blade and all hair and foreign matter under blade; and
 - c. Completely immerse clipper blade into an EPA-registered hospital (grade) and tuberculocidal disinfectant solution for not less than 10 minutes. Wipe the entire handle down with the solution.
 - d. If the clipper blade cannot be removed, the use of a spray or foam used according to the manufacturer's instructions will be acceptable provided that the disinfectant is an EPA registered hospital (grade) and tuberculocidal disinfectant solution, and that the entire handle is also disinfected by wiping with the disinfectant solution.
4. All materials including cosmetic and nail brushes, sponges, chamois, spatulas and galvanic electrodes must be cleaned with warm water and soap or detergent to remove all foreign matter. Implements should then be rinsed, thoroughly dried with a clean paper towel, and completely immersed in an EPA-registered hospital (grade) and tuberculocidal disinfectant solution. Such implements shall be soaked for ten minutes or more, removed, rinsed, dried thoroughly and stored in a predisinfected and dry drawer, cabinet or nonairtight covered container, or left in an EPA-registered disinfection/storage solution used according to manufacturer's directions.
5. All wax pots will be cleaned and disinfected with an EPA-registered hospital (grade) and tuberculocidal disinfectant solution with no sticks left standing in the wax at any time.
6. Each barber, cosmetologist, and nail technician must have a wet disinfection unit at their station.
7. Nail brushes, nippers, finger bowls, disinfectable or washable files and buffers and other instruments must be washed in soap and water (files are to be scrubbed with a brush to remove all foreign matter), rinsed, thoroughly dried with a clean paper towel, and then completely immersed in an EPA-registered hospital (grade) and tuberculocidal disinfectant solution for 10 minutes after each use. After disinfection they must be rinsed, dried thoroughly with a clean paper towel, and placed in a dry, predisinfected, nonairtight covered receptacle, cabinet or drawer, or left in an EPA-registered disinfectant/storage system used according to manufacturer's directions.

Memorandum Number - 6
December 15, 2005
Page 3

8. Drill bits are to be soaked in acetone and scrubbed with a wire brush to remove all foreign matter. All foreign matter must be removed. The drill bits must then be cleaned with warm water and soap or detergent and rinsed, dried thoroughly with a clean paper towel, and completely immersed in an EPA-registered hospital (grade) and tuberculocidal disinfectant solution. Such implements shall be soaked for 10 minutes or more, removed, rinsed, dried thoroughly, and stored in a pre-disinfected and dry drawer, cabinet or non-airtight covered container, or left in an EPA-registered disinfection/storage solution used according to manufacturer's directions.

C. General Sanitation and Safety Requirements:

1. All furniture, walls, floors, and windows shall be clean and in good repair. Wash basins and shampoo sinks shall be clean.
2. The floor surface in the immediate work area must be of a washable surface other than carpet. The floor must be kept clean, free of hair, dropped articles, spills and electrical cords;
3. Walls and ceilings in the immediate work area must be in good repair, free of water seepage and dirt. Any mats shall be secured or shall lay flat;
4. General areas for client use must be neat and clean with a waste receptacle for common trash;
5. Electrical cords shall be placed to prevent entanglement by the client or Operator;
6. Electrical outlets shall be covered by plates;
7. The salon area shall be sufficiently ventilated to exhaust hazardous or objectionable airborne chemicals, and to allow the free flow of air;
8. Adequate lighting shall be provided.

D. Equipment Sanitation.

1. Service chairs, wash basins, shampoo sinks and workstations shall be clean. Floors shall be kept free of hair, nail product, and other waste materials. Combs, brushes, towels, razors, clippers, scissors, nippers, and other instruments shall be cleaned and sanitized after every use and stored free from contamination.
2. The top of work stands or back bars shall be kept clean;
3. The work area shall be free of clutter, trash, and any other items which may cause a hazard;

Memorandum Number - 6
December 15, 2005
Page 4

4. Heat producing appliances and equipment shall be placed so as to prevent any accidental injury to the client or operator; and
5. Electrical appliances and equipment shall be in safe working order at all times.

E. Articles, Tools and Products:

1. Clean towels and robes shall be used for each patron. Soiled towels and robes or smocks shall be stored in an enclosed container except if the towels are in separate laundry rooms.
2. Whenever a haircloth is used, a clean towel or neck strip shall be placed around the neck of the patron to prevent the haircloth from touching the skin.
3. Scissors, razors, clippers, nippers, and all sharp-edged cutting instruments shall be sanitized after each use with a disinfectant in accordance with the manufacturer's instructions.
4. Hair brushes and combs shall be washed in soap and hot water and sanitized after each use. Cleaned instruments, such as combs, hair brushes, shears, towels, etc., shall be kept free from contamination.
5. No alum or other astringent shall be used in stick form. Liquid or powder astringent must be used in accordance with the manufactures instructions.
6. Permanent wave rods shall be rinsed after each use. End papers shall not be reused and shall be destroyed after each use.
7. Soiled implements must be removed from the tops of work stations immediately after use;
8. Clean spatulas, other clean tools, or clean disposable gloves shall be used to remove bulk substances from containers;
9. Powder puffs, lip color, cheek color, sponges, or styptic pencils that cannot be sanitized or sterilized are prohibited from being used on more than one client;
10. Lotions, ointments, creams, and powders shall be kept in closed containers. A clean spatula shall be used to remove creams or ointments from jars. Sterile cotton shall be used to apply creams, lotions and powders. Cosmetic containers shall be recovered after each use;
11. For nail care, a sanitary container shall be provided to each client. Emery boards shall be discarded after use on each individual client;
12. All sharp tools, implements, and heat-producing appliances shall be safely stored;
13. Pre-sanitized tools and implements, linens and equipment shall be stored for use in a sanitary enclosed cabinet or covered receptacle;
14. Soiled towels, linens and implements shall be deposited in a container made of cleanable materials and separate from those that are clean or pre-sanitized;

Memorandum Number - 6
December 15, 2005
Page 5

15. No substance other than a sterile styptic powder or sterile liquid astringent approved for homeostasis and applied with a sterile single-use applicator shall be used to check bleeding; and
16. Any disposable material making contact with blood or other body fluid shall be disposed of in a sealed plastic bag and removed from the shop, salon, or facility in accordance with the guidelines of the Environmental Health Division.

F. Chemical Storage and Emergency Information.

1. Shops, salons, and facilities shall have in the immediate working area a binder with all Material Safety Data Sheets (MSDS) provided by manufacturers for any chemical products used;
2. Shop, salons, and facilities shall have a blood spill clean-up kit in the work area;
3. Flammable chemicals shall be stored in a nonflammable storage cabinet or a properly ventilated room; and
4. Chemicals that could interact in a hazardous manner (oxidizers, catalysts and solvents) shall be separated in storage.

G. Client Health Guidelines:

1. All employees providing client services shall wash their hands prior to providing services to each client. Operator shall require that clients for nail care services shall wash their hands immediately prior to the requested nail care service;
2. An artificial nail shall only be applied to a healthy natural nail;
3. A nail drill or motorized instrument shall be used only on the free edge of the nail;
4. No shop, salon, or facility providing cosmetology or nail care services shall have on the premises cosmetic products containing hazardous substances that have been banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products.
5. No product shall be used in a manner that is disapproved by the FDA.

Memorandum Number - 6
December 15, 2005
Page 6

H. Infectious Disease:

Each agency, corporation, or person responsible for the management of hairdressing facilities at the U.S. Capitol and Legislative Office Buildings shall participate in a program of medical screening for the prevention of infectious disease. This screening shall be accomplished through the use of self administered questionnaires. Each new employee shall complete a questionnaire on infectious disease and shall sign an agreement to report any symptoms of infectious disease to a person in charge. Periodically the questionnaire will be re-administered to all personnel. Employees requiring medical followup may be requested to provide documentation of evaluation, recommendation, and or treatment from their personal physician. Copies of the questionnaire may be obtained by contacting the Environmental Health Office at 202-225-7993.

The basis and reference for this program is: The Center for disease Control and Prevention Publication entitled: Essential Components of a Tuberculosis Prevention and Control Program. Screening for Tuberculosis and Tuberculosis Infectious in High-Risk Populations. Recommendations of the Advisory Council for the elimination of Tuberculosis.

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United States Congress

ATTACHMENT 6 – POINT OF SERVICE SURVEY SAMPLES

Barber Shop - Survey

1. Overall, I had a positive experience at the House Cuts Barber Shop.
Strongly Agree Agree Neither Disagree Strongly Disagree
2. Courtesy – The staff was courteous and professional.
Strongly Agree Agree Neither Disagree Strongly Disagree
3. Quality- I was happy with the quality of the service provided.
Strongly Agree Agree Neither Disagree Strongly Disagree
4. Access – The hours of operation (8:30am to 5:00pm. in Session & 9:00am to 4:00pm in Recess) are convenient for me.
Strongly Agree Agree Neither Disagree Strongly Disagree
5. Timeliness –My service was provided from start to finish in a timely manner.
Strongly Agree Agree Neither Disagree Strongly Disagree
6. Cleanliness – The House Cuts Barber Shop is kept very clean.
Strongly Agree Agree Neither Disagree Strongly Disagree
7. What service(s) did you receive? (check all that apply)
Haircut
Mustache/Beard Shave or Trim
Shampoo
8. Choice –The Shop provided me with sufficient choice of services and products.
Strongly Agree Agree Neither Disagree Strongly Disagree
9. Referral – I would recommend the Barber Shop to a friend?
Strongly Agree Agree Neither Disagree Strongly Disagree
10. Frequency –How often do you use the Barber Shop?
First time Once/Month Twice/Month Once/Every Two Months Infrequently
11. Tell us about yourself? (Check One)
Member
Member/Committee Staff
Support Staff (CAO, SAA, AOC, etc)
Visitor
12. Comments: Please let us know of any additional services you would like to see or areas that would enhance your House Cuts experience.

ATTACHMENT 6 – POINT OF SERVICE SURVEY SAMPLES

Beauty Salon - Survey

1. Overall, I had a positive experience at the Capitol Styles Beauty Salon.
Strongly Agree Agree Neither Disagree Strongly Disagree
2. Courtesy – The staff was courteous and professional.
Strongly Agree Agree Neither Disagree Strongly Disagree
3. Quality- I was happy with the quality of the service provided.
Strongly Agree Agree Neither Disagree Strongly Disagree
4. Access –It is easy to get to the Capitol Styles Beauty Salon between 8:00am and 4:30pm. (in Session) & 8:00am and 4:00pm (Recess).
Strongly Agree Agree Neither Disagree Strongly Disagree
5. Timeliness –My service was provided from start to finish in a timely manner.
Strongly Agree Agree Neither Disagree Strongly Disagree
6. Cleanliness – The Capitol Styles Beauty Salon is kept very clean.
Strongly Agree Agree Neither Disagree Strongly Disagree
7. What service(s) did you receive? (check all that apply)
Haircut
Hair Treatment (color, highlights, straightening, conditioning, etc)
Nails (manicure & pedicure)
Skin Care (facials & waxing)
8. Choice –The Shop provided me with sufficient choice of services and products.
Strongly Agree Agree Neither Disagree Strongly Disagree
9. Referral – I would you recommend this service to a friend?
Strongly Agree Agree Neither Disagree Strongly Disagree
10. Frequency –How often do you use the Salon?
First time Once/Month Twice/Month Once/Every Two Months Infrequently
11. Tell us about yourself? (Check One)
Member
Member/Committee Staff
Support Staff (CAO, SAA, AOC, etc)
Visitor
12. Comments: Please let us know of any additional services you would like to see or areas that would enhance your salon experience.

Attachment #7
Schedule of Fees
Hair Salon

Item No.	Supplies and Services	
	The Contractor shall operate a Hair Salon for the U.S. House of Representatives in accordance with Section C Statement of Work.	
	BASE PERIOD	FEE per MONTH (minimum of \$650 per month)
0001	Period of Performance: Date of award through thirty-six months (1 to 36)	_____
	OPTION ONE	
0002	Period of Performance: twelve months	_____
	OPTION TWO	
0003	Period of Performance: twelve months	_____
	OPTION THREE	
0004	Period of Performance: twelve months	_____
	OPTION FOUR	
0005	Period of Performance: twelve months	_____
	OPTION FIVE	
0005	Period of Performance: twelve months	_____

Page 2 – Attachment #7
Schedule of Fees
Barber Shop

Item No.	Supplies and Services	
	The Contractor shall operate a Barber Shop for the U.S. House of Representatives in accordance with Section C Statement of Work.	FEE per MONTH (minimum of \$650 per month)
	BASE PERIOD	
0001	Period of Performance: Date of award through thirty-six months	_____
	OPTION ONE	
0002	Period of Performance: Twelve months	_____
	OPTION TWO	
0003	Period of Performance: Twelve months	_____
	OPTION THREE	
0004	Period of Performance: Twelve months	_____
	OPTION FOUR	
0005	Period of Performance: Twelve months	_____
	OPTION FIVE	
0005	Period of Performance: Twelve months	_____

Attachment #8
PROPOSED HOURS OF SERVICE
(40 Hours per Week Minimum)

<u>TIMES</u>	<u>DAYS OF THE WEEK</u>	<u>EXCEPTIONS</u>
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CANNON

RAYBURN
